Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

***TRADOC Regulation 25-73**

27 October 2000

Information Management: Automation

ACQUISITION OF INFORMATION TECHNOLOGY BY TRADOC ORGANIZATIONS AND INSTALLATIONS

Summary. This regulation provides policy for documenting requirements and acquiring information technology (IT) and information services for U.S. Army Training and Doctrine Command (TRADOC) organizations and installations.

Applicability. This regulation applies to all elements of TRADOC, including TRADOC tenants on non-TRADOC installations. With exception of the requirement to coordinate all information system equipment and services acquisitions with their local Directorate of Information Management (DOIM) for supportability, non-TRADOC tenants on TRADOC installations are subject to policies and procedures established by their parent major Army command.

Forms. The "R" form at the back of this regulation is for local reproduction.

Suggested Improvements. The proponent of this regulation is the Deputy Chief of Staff for Information Management (DCSIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 90 Ingalls Road, Fort Monroe, VA 23651-1065. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal). Electronic mail address: atimi@monroe.army.mil.

Availability. This publication is available solely on the TRADOC Homepage at http://www-tradoc.army.mil.

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Chapter 1
Introduction

1-1. Purpose. This regulation provides TRADOC policy for acquiring information technology (IT) (including visual information) and information services for TRADOC organizations and installations. Further guidance and procedures for implementing this policy are provided in TRADOC Pamphlet (TP) 25-72. IT includes any information system or component, information equipment, or any collection of hardware and software, firmware, products, procedures or other items that TRADOC uses to collect, process, store, transmit, display, and disseminate information. This regulation does not address acquisition of:

a. General supply/support items, i.e., computer tape, ribbons, diskettes, ink/toner cartridges, repair parts costing less than $100 per item, publications, manuals, and print wheels. Local IT policy may address these items.

b. Information system components embedded in weapon systems, machines, medical instrumentation, servomechanisms, training devices, or test and evaluation systems, which do not interface or communicate outside the host tool, system, or device.

c. Warfighting systems, models, and simulations, which are governed by TP 71-9.

*This regulation rescinds TRADOC Form 791-R, Jul 87.

1-2. References. Appendix A contains the required and related publications.

1-3. Explanation of abbreviations and terms.
The glossary contains abbreviations and special terms used in this regulation.

1-4. Responsibilities.

a. The Deputy Chief of Staff for Information Management (DCSIM) will–

(1) Establish policy for requirements management and acquisition of IT and information services.

(2) Develop IT strategic planning guidance, and provide direction for its implementation.

(3) Process requests for IT acquisitions that require HQ TRADOC approval (see para 2-3).

(4) Ensure integration and interoperability of IT acquisitions that require HQ TRADOC approval.

(5) Provide architectural guidance to installations and organizations throughout TRADOC.

(6) Serve as the chairman of the HQ TRADOC Information Management Support Council (IMSC), and oversee its operation in accordance with (IAW) TP 25-72.

(7) Determine appropriate use of Operation Maintenance, Army/Other Procurement, Army (OMA/OPA) funding for IT acquisitions.

b. Deputy Chief of Staff for Resource Management (DCSRM) will—

(1) Provide guidance to proponents regarding the analysis of cost/benefit ratios and return on investments.

(2) Participate in OMA/OPA determinations for IT.

c. Deputy Chief of Staff for Base Operations (DCSBOS) will—

(1) Provide guidance for contract offloads, purchase card transactions, acquisition methodology, and contract decision documents.

(2) Review offload requirements for acquisition of IT and information services.

(3) Provide oversight for purchases of IT by TRADOC contracting offices.

(a) The TRADOC Acquisition Center (TAC) will execute IT contracts for all mission support requirements, regardless of dollar value. TAC will also execute IT contracts for BASOPS requirements with customers/users at multiple installations, regardless of dollar value. In addition, TAC is generally available to execute any type/ value of IT contracts upon request from the installation Directorate of Contracting (DOC) or any other customer.

(b) Installation DOC may execute contracts for all BASOPS IT requirements for their respective installations, regardless of dollar value.

d. HQ TRADOC Deputy Chiefs of Staff will designate a voting member to the IMSC as prescribed by TP 25-72 and the IMSC charter.

e. Installation commanders will—

(1) Develop IT architectures that cover their area of responsibility.

(2) Provide DCSIM an annual update of their installation IT architecture.

(3) Maintain an active installation IMSC or similar review council.

(4) Establish and implement procedures for documenting and approving IT acquisitions within their approval authority.

(5) Document requirements for IT and submit to HQ TRADOC requests for IT outside their approval authority.

Chapter 2
Requirements Management

2-1. Installation architecture. Installations will develop architectures IAW TP 25-72 that cover their geographic area of responsibility. Per AR 25-1, use the Army Enterprise Architectural Guidance Document (http://arch-odisc4.army.mil/aes/html/aeagd.htm) as a guide to architecture product formats. Use TP 25-73 for guidance on command-wide strategies and constraints.

2-2. Command architecture. TRADOC DCSIM will use TP 25-73 as its architectural framework document. The command's architectures may constrain architectural decisions available at the installation level in order to ensure command-wide capabilities and interoperability.

2-3. Requirements management and approval.
Documentation and approval authority for operational requirements and acquisitions are based on the estimated total program costs of the solution and whether the solution will be fielded by an activity internal or external to TRADOC (table 2-1). Total program costs include all expenditures (for research, development, and procurement) necessary to field a solution for the documented requirement. To determine the scope of a single program, use the same guidelines as given for a "system" in paragraph 3-1.

a. Installation commanders will establish their own docu-mentation and coordination procedures for requirements that are installation-unique and below $200K in total pro-gram costs. TRADOC Form 25-73-1-R, Information Technology Requirement (ITR), is available for optional

Table 2-1
Approval thresholds

Criteria	Approver	Documentation	Authority
< $200K in total program costs	Installation level	Installation determined	Installation determined
Multiple installation* OR > $200K but < $10M in total program costs	TRADOC DCSIM or IMSC	Operational Requirements Document (ORD), tailored IAW TP 25-72	This regulation
Warfighting system OR > $10M in total program costs	TRADOC IMSC (> $10M) AND/OR TRADOC DCSCD	ORD	TP 71-9

* See paragraph 2-3b below.

use at installation level. DOIM authentication of architectural compliance must be included in the coordination procedures.

b. DCSIM or the HQ TRADOC IMSC must approve requirements that are targeted at multiple installations, exceed $200K in total program costs, or originated by one organization (e.g., a HQ TRADOC staff element) for use by another organization at a separate site. Submit documentation IAW TP 25-72. TAC must execute contracts for requirements with customers/users at multiple installations, regardless of dollar value.

c. Requirements for warfighting systems, or IT at or above $10M total program costs, will be reviewed by the HQ TRADOC IMSC but will otherwise follow the procedures in TP 71-9. TAC must execute contracts for these systems unless part of a weapons system program office responsibility.

d. For programs fielded at TRADOC installations, but managed externally (e.g., by a DA chartered program manager), installations will assist in surveying the local environment and defining precise IT requirements using documentation and procedures coordinated with the program manager and HQ TRADOC. Per AR 25-1, IT system developers and program managers will coordinate with DOIM prior to fielding systems on their posts to ensure supportability and interoperability.

e. Modifications to information systems under $200K in total program costs will be managed and approved using locally developed procedures. HQ TRADOC will approve modifications above $200K.

f. Life cycle replacement (LCR) requirements below $200K for a single program will be managed and approved using locally developed procedures. DCSIM must approve

LCR requirements above $200K for a single program. Use the same guidelines as given for a "system" in paragraph 3-1 to determine the scope of a single program. LCR is not, in itself, a program. For example, personal computers used to run a variety of applications are independent systems and their LCR can be approved locally, even when combined into a single acquisition over $200K. Alternatively, since components of the campus area network (CAN) are not independent systems, requirements over $200K for LCR of CAN devices must be approved by DCSIM.

g. Contract offloads must follow the same IT approval procedures as any other acquisition strategy.

h. Leases must follow the same IT approval procedures as any other acquisition strategy. Per AR 25-1, use the total life cycle leasing cost estimate to determine the required level of approval.

i. Since hardware maintenance and routine software maintenance (e.g., licenses, vendor help desk services) are used to support previously approved IT, their renewal is exempt from IT approval at HQ TRADOC.

2-4. HQ TRADOC IMSC.

a. HQ TRADOC IMSC provides a cross-functional forum for reviewing IT acquisitions, setting priorities and advising DCSIM on opportunities for improved IT use. The IMSC operates IAW its charter, approved by the TRADOC Chief of Staff.

b. For requirements that need HQ TRADOC approval, DCSIM will conduct the initial review, and depending on their functional scope and resource impact, will approve or submit to the HQ TRADOC IMSC for review and approval. Submitting organizations can always request an IMSC approval in lieu of DCSIM approval. At a minimum,

DCSIM and HQ TRADOC IMSC will consider the following issues when conducting reviews and approvals:

(1) Compatibility of the recommended solution with other planned or fielded solutions in the command.

(2) Combining like programs into a command-wide program.

(3) Applicability of the solution for further fielding (i.e., horizontal technology integration).

(4) Compatibility with DoD or Army managed programs.

(5) Consistency with the command-wide plans and architecture.

(6) Return on investment.

2-5. Associated infrastructure requirements. The user organization will coordinate with the DOIM to ensure associated information infrastructure requirements are programmed for all resourced requirements. These associated infrastructure requirements can be initially identified in general terms, but must be specified and authenticated by the supporting DOIM or DCSIM before acquisition of IT. System developers, training developers, combat developers and other proponents within TRADOC will coordinate their system architecture and fielding plans with DOIM on receiving installations, consistent with the guidance given in AR 25-1, to ensure infrastructure requirements are identified and their proposed solutions are supportable.

2-6. Unfinanced requirements (UFR). Approval of UFR documentation generally does not constitute approval of an operational requirement or IT solution. User organizations will therefore determine the utility of seeking HQ TRADOC approval of the ORD prior to availability of funds. Pre-approval will make execution of funding, when available, a quicker process. The exception to this general policy is IT components AR 25-1 explicitly exempt from needing documented justifications. These exemptions are networks (AR 25-1, para 6.3p(1) and 6.3r(1)) and E-mail systems (AR 25-1, para 6.3q(1)). For these exemptions, approval of the UFR documentation by the HQ TRADOC IMSC is adequate approval for project execution in the same year as UFR approval. DOIM authentication is still required for these IT components.

Chapter 3
Acquisition

3-1. Funding categories.

a. OMA funds are used if the cost of a system is below the investment threshold mandated by public law (currently $100,000). Otherwise, OPA funds are used. Acquisitions will not be fragmented to stay below this threshold for a system. IAW DFAS-IN Manual 37-100-2000, a system exists if a number of components are designed primarily to function within the context of a whole and will be interconnected to satisfy an approved Army requirement. Refer to TP 25-72 for amplification on the definition of a system and its application to determining the type(s) of funds for an acquisition.

b. System modifications made within any 12 month period prior to an acquisition must be included as part of the total system cost. If costs in the previous 12 month period, plus the proposed modification, total more than the investment threshold (currently $100,000), OPA funds will be used.

c. LCR of components is not considered maintenance. For OMA/OPA decisions, treat LCR as a modification to an existing system. If the LCR costs for a system exceed the investment threshold (currently $100,000), OPA funds will be used.

3-2. DOIM authentication.

a. Organizations that originate acquisition packages for IT or information services will submit their packages to the installation DOIM. DOIM will authenticate acquisition packages originated on their installation, including those from non-TRADOC tenants on a TRADOC installation. When IT is being acquired for use at multiple TRADOC sites or for off-site requesting activities, DCSIM will authenticate the acquisition package. Before authenticating an acquisition, the DOIM or DCSIM will ensure it:

• is consistent with the standards in the DoD and Army technical architectures, meets the architectural guidance of TP 25-73 and is supportable in the local architecture.

• implements a requirement that has been approved at the appropriate level IAW this regulation.

• has been coordinated with the installation's information systems security manager.

• is a technically feasible solution for the defined requirement.

• cites the appropriate category of funds.

b. DOIM is not required to support or network IT acquired by activities on their post if the activity has not coordinated such requirements with the DOIM prior to fielding. Typical coordination procedures are DOIM authentication IAW this regulation and TP 25-72, and establishment of materiel fielding agreements IAW AR 25-1.

c. When the DOIM is the organization originating an acquisition (e.g., for common user networks), a separate authentication document is unnecessary, but the DOIM will still ensure the constraints in paragraph 3-2a are satisfied.

3-3. Contract offloads. The commander, director, or chief of the requiring activity is the decision authority for methodology used to obtain IT and services from sources other than the assigned responsible contracting office. TRADOC DCSBOS oversees TRADOC processes for interagency orders and intra-DoD contract offloads. Policies and procedures promulgated by DCSBOS for approving and using contract offloads apply to IT acquisitions.

3-4. Purchase card acquisitions. Acquisitions of IT using Government purchase cards are subject to the thresholds authorized by the local Directorate of Contracting (DOC) IAW guidance in TRADOC International Merchant Purchase Authorization Card (IMPAC) SOP 97-1 (http://www.tradoc-acq.army.mil/Library/Library.htm). All cardholders acquiring IT are required to participate in the ongoing DOC training sessions for new cardholders, and refresher training for current cardholders/billing (approving) officials. To ensure architectural compliance and supportability, the installation DOIM, or proper authority IAW this regulation, must authenticate purchase card purchases for IT prior to acquisition.

Appendix A
References

Section I
Required Publications

DFAS-IN Manual 37-100-2000, Appendix A
Defense Finance and Accounting Service, Indianapolis Center (DFAS-IN), subject: Financial Management, The Army Management Structure, Fiscal Year 00
(cited in para 3-1a)

AR 25-1
The Army Information Resources Management Program
(cited in paras 2-1, 2-3d, 2-3h, 2-5, and 2-6)

TP 25-72
Requirements Documentation for Information Systems for TRADOC Organizations and Installations
(Cited in paras 1-1, 1-4a(6), 1-4d, 2-1, 2-3b, 3-1a, and 3-2b)

TP 25-73
TRADOC Plan for Reengineering Information Modernization (TPRISM) (cited in paras 2-1, 2-2, and 3-2a)

TP 71-9
Requirements Determination (cited in paras 1-1c and 2-3c)

Section II
Related Publications

DOD Directive 5000.2-R
Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information (MAIS) Acquisition Programs, 15 March 1996

DFAS-IN Reg 37-1
Finance and Accounting Policy Implementation (http://dfas4dod.dfas.mil/centers/dfasin/library/ar37-1/)

JTA
Joint Technical Architecture (http://www-jta.itsi.disa.mil/)

JTA-A
Joint Technical Architecture – Army (http://arch-odisc4.army.mil/aes/aea/jta-a/html/homepage.htm)

AFARS 1.602-2
Army Federal Acquisition Regulation Supplement
Subpart 1.6—Contracting Authority And Responsibilities

AR 11-18
The Cost and Economic Analysis Program

AR 70-1
Army Acquisition Policy

AR 71-9
Materiel Requirements

TRADOC Reg 70-1
TRADOC Advance Acquisition Planning System (TAAPS)

TP 715-6
Independent Government Estimate Preparation Guide

Section III
Prescribed Form

TRADOC Form 25-73-1-R
Information Technology Requirement (ITR) (prescribed in para 2-3a)

Glossary

Section I
Abbreviations

BASOPS	Base Operating Information System
CAN	campus area network
DCSBOS	Deputy Chief of Staff for Base Operations
DCSIM	Deputy Chief of Staff for Information Management
DCSRM	Deputy Chief of Staff for Resource Management
DFAS-IN	Defense Finance and Accounting Service, Indianapolis Center
DOC	Director(ate) of Contracting
DOIM	Director(ate) of Information Management
IAW	in accordance with
IMSC	Information Management Support Council
IT	information technology
LCR	life cycle replacement
OMA	Operation Maintenance, Army
OPA	Other Procurement, Army
ORD	Operational Requirements Document
TAC	TRADOC Acquisition Center
TP	TRADOC pamphlet
UFR	unfinanced requirement

Section II
Terms

information services
Any service performed in support of information management. Included are automation, visual information, telecommunications, integrated information, and printing and publication support activities.

information system
Organized assembly of resources and procedures designed to provide information needed to execute or accomplish a specific task or function. Information system equipment consists of components (e.g., hardware, software, firmware, products, or other items) used to create record, produce, store retrieve, process, transmit, disseminate, present, or display data or information.

information system component
Hardware, software, firmware, products, procedures or other items used in the assembly of information systems.

information system equipment
Equipment that is a configuration of one more information system components used for the creation, recording, production, storage, retrieval, processing, transmission, dissemination, presentation or display of data or information. Information system equipment is used to perform functions associated with automation, telecommunications, visual information, printing, publishing and records management in support of the Army's mission.

information system requirement
Specific functions which an information system must per-form (functional requirement); specific components which an information system must contain (system requirement); or specific technical principles or standards an information system must adhere to (technical requirement).

information technology
Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, interchange, transmission or reception of data or information. Includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services, and related resources).
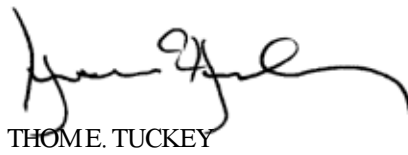
total program costs
All expenditures for research, development and procurement necessary to field a solution for a stated requirement.

FOR THE COMMANDER:

OFFICIAL: JOHN B. SYLVESTER
                             Major General, GS
                             Chief of Staff

THOM E. TUCKEY
Colonel, GS
Deputy Chief of Staff
    for Information Management

Information Technology Requirement (ITR)

(For use of this form, see TRADOC Reg 25-73; proponent is DCSIM)

(C) = Client/User Responsibility   (D) = DOIM Responsibility   (Instructions for completing this form on page 2)

1. (D) ITR Number:	2. (C) Date of Request *(DD/MM/YYYY)*:	3. (C) Service Requirement Date:

4. (C) Title:

5. (C) Functional POC:
Name: Location: Office Symbol: Phone Number:

6. (C) Security Requirement: Organizational Security Officer
Name: Phone Number:

7. (C) Mission Need/Justification:

8. (C) Shortcomings of Existing System(s):

9. (C) Capabilities Required:

10.(C) Requesting Organization ISO/ISM:
Printed Name: Address: Office Symbol: Phone Number:

Signature: _____

11. (C) Program Support:

12. (C) Item Listing (or attach DA Form 3953):

13. (C) Using Activity or MACOM:	14. (D) Architectural Compliance Indicator: ☐ Yes ☐ No

15. (D) Authentication/Certification:
DOIM Signature: _____

☐ The acquisition complies with the standards prescribed by the JTA-A; or

☐ The acquisition is from a DA/DOD standard requirements contract that has been certified as compliant with the JTA-A; or

☐ The acquisition is exempt from JTA-A compliance because it is a totally stand-alone asset

DOIM Name: Address: Phone Number:

16. (C) Local IMSC Approval (as required):
Name: Date *(DD/MM/YYYY)*:   Phone:

TRADOC Form 25-73-1-R, Jan 2000   8.5 x 11

Instructions for Completing the ITR

This form, Information Technology Requirement (ITR), or electronically produced equivalent, can be used in TRADOC for documenting an IT requirement and serve as DOIM certification/authentication of acquisitions not exceeding $200K. The user is responsible for preparation of the ITR. The first step in developing an ITR is to identify what item or service is needed to meet your mission needs. The next step is to forward an ITR request to the supporting DOIM for authentication of the requirement. This ITR defines a deficiency or information need to be satisfied based on shortfalls within an organization and is developed by the functional user in coordination with the local DOIM/IMO. When the functional proponent signs the ITR the requirement is validated as mission essential. Disapproved ITRs are returned to the user with written justification for disapproval.

(C) = Client/User Responsibility   (D) = DOIM Responsibility

1. ITR Number: ITR Number assigned by the local DOIM. (D)

2. Date of Request: DD/MM/YYYY. (C)

3. Service Requirement Date: Enter date service/requirement needs to be completed or delivered by date. (C)

4. Title: Enter title of project or acquisition requirement (i.e., PCs for [organization name]). (C)

5. Functional POC: Name, office symbol, location, and phone number of functional POC to contact. (C)

6. Security Requirement: Identify level of security to be processed. (C)

7. Mission Need/Justification. List functional need, mission requirement to be met with this acquisition, and how it will fulfill identified need. (C)

8. Shortcomings of Existing Systems(s): Describe why existing systems cannot meet current or projected requirements. (C)

9. Capabilities Required. List capabilities and characteristics required to meet the mission including any existing performance parameter in terms of a minimum acceptable level. Identify operational constraints, unique user interfaces, and system compatibility requirements. (C)

10. Requesting Organization ISO/ISM: Name, office symbol, location, and phone number of ISO/ISM. (C)

11. Program Support: Describe how the system will be integrated into the installation architecture and support services that are forecast to exist at the time the system will be fielded. (C)

12. Item Listing: Attach copy of DA Form 3953 or list CLINs, descriptions, individual cost, requisition number, fund cite, who provided funding, and what is OMA and/or OPA. Insert total cost of acquisition at end of listing. (C)

13. Using Activity or MACOM: List installation/activity receiving equipment/services and, if other than TRADOC, identify MACOM. (C)

14. Architectural Compliance Indicator: Items you are requesting meet the architectural requirements of TPRISM (see TRADOC Pam 25-73). If they do not, explain why no other items will meet this mission need and what makes them unique in fulfilling this requirement. (D)

15. Authentication/Certification Signature (DOIM): DOIM will sign for official authentication of the requirement. (D)

16. Local IMSC Approval: The chairman of the installation IMSC or his designated action officer will sign verifying the requirement was reviewed and approved (as required). (C)